



VOLUNTEERING AND SAFEGUARDING IN SCHOOL

Help in school is always very much appreciated and there are many ways in which you can contribute. We value the time and commitment that parents/carers can give in supporting activities such as one to one reading and we also love to tap into any areas of expertise or interests that you have. Our volunteer policy clearly explains our approach to supporting volunteers in school.

This school is committed to safeguarding and promoting the welfare of children at all times. We expect all staff, governors, volunteers and visitors to share this commitment.

To volunteer in school, the following **MUST** be in place:

1. An enhanced DBS disclosure certificate carried out by RBK/LBRuT
2. Signed acknowledgement of HPP Volunteer Policy
3. Signed safeguarding children and young people agreement
4. Registered attendance at the compulsory annual volunteer training session

The process of volunteering at HJS is as follows:

Step in process	Action Required
September – Year 3 Welcome meeting for parents – you will be asked to sign-up to volunteer if you wish.	<ul style="list-style-type: none"> ● Attend the meeting at HJS ● Add your name to the volunteer register via the eform ● If you <u>do not</u> current hold a DBS if would be helpful at this point to bring the following documentation so that we can initiate the application process: -Passport -Driving license -Recent utility bill ● If you <u>already hold</u> a DBS certificate bring this with you or provide permission for HJSN to pass your DBS details to the school
September – attend <u>compulsory</u> volunteer training session (1 hour). This session MUST be attended prior to volunteering in school.	<ul style="list-style-type: none"> ● Attend one of the volunteer meetings at HJS ● Read and understand the HJS Volunteer Policy and Safeguarding children and young people agreement ● If you <u>do not</u> current hold a DBS if would be helpful at this point to bring the following documentation so that we can initiate the application process: -Passport -Driving license -Recent utility bill
A list of volunteers will be compiled for year group use	<ul style="list-style-type: none"> ● HJS – admin to pass list of volunteer names to teachers
Class teachers contact volunteers and make arrangements for volunteering	
At the end of the academic year, all volunteers who have regularly supported in school will have their information passed on to their next class teacher. <u>All</u> volunteers will be required to attend the annual volunteer training session in September.	
Please note – if a specific class has a large number of volunteers we may request support in other classes in school.	

We value the partnership between parents/volunteers and school in enriching the experiences of the children and thank you in advance for your support.

